


Message

From: Robbins, Chris [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=958B4B78EB42457EACF53514E428EFD6-ROBBINS, CHRIS]
Sent: 12/16/2020 9:17:13 PM
To: Codrington, Tabitha [Codrington.Tabitha@epa.gov]
CC: Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]
Subject: Re: URGENT: FW: ORD Spreadsheets

Pls cc Donna as well and mention our new to  Thx!

Sent from my iPhone

On Dec 16, 2020, at 4:15 PM, Codrington, Tabitha <Codrington.Tabitha@epa.gov> wrote:

Thanks.. got both of your approvals. I'll send it over to OHR before I log off today---cc'ing you two on it..

-Tabitha

<image001.jpg>

United States Environmental Protection Agency

Executive Resources Program Manager

Office of Resource Management (ORM), Immediate Office

Office of Research and Development

Mail Code: AA216-02

Research Triangle Park, NC 27709

Phone #: 919-541-3160

Mobile #: 919-236-9698

Feel free to send me a [Microsoft Teams](#) or [Skype](#) message for faster response.

From: Robbins, Chris <Robbins.Chris@epa.gov>
Sent: Wednesday, December 16, 2020 4:12 PM
To: Codrington, Tabitha <Codrington.Tabitha@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>
Subject: RE: URGENT: FW: ORD Spreadsheets

Hi Tabitha,

This looks good – thanks!

Christopher S. Robbins
Deputy Assistant Administrator for Management
Office of Research and Development
(919) 541-0605
Mobile: (919) 360-3811

From: Codrington, Tabitha <Codrington.Tabitha@epa.gov>
Sent: Wednesday, December 16, 2020 4:02 PM
To: Robbins, Chris <Robbins.Chris@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>
Subject: RE: URGENT: FW: ORD Spreadsheets

My apologies for the delay...

Ex. 5 Deliberative Process (DP)

I think we are all set. Please let me know if you approve. I will coordinate with OHR to get this finalized.

-Tabitha

<image008.jpg>

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Feel free to send me a Microsoft Teams or Skype message for faster response.

From: Robbins, Chris <Robbins.Chris@epa.gov>

Sent: Tuesday, December 15, 2020 3:53 PM

To: Codrington, Tabitha <Codrington.Tabitha@epa.gov>; Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>

Subject: RE: URGENT: FW: ORD Spreadsheets

Hi Tabitha,

Jennifer and I would like to maintain the additional funds as directed by Doug G. So please use the first spreadsheet (on target) and then add a column to show the additional **Ex. 5 Deliberative Process (DP)**

Ex. 5 Deliberative Process (DP). Then what the new totals look like – then off the table but next to it, put in the award totals for each person from the spreadsheet that totals **Ex. 5 Deliberative Process (DP)** and the delta between the **Ex. 5 Deliberative Process (DP)**...thanks and let me know if you have any questions!

Chris

Christopher S. Robbins

Deputy Assistant Administrator for Management

Office of Research and Development

(919) 541-0605

Mobile: (919) 360-3811

From: Codrington, Tabitha <Codrington.Tabitha@epa.gov>

Sent: Tuesday, December 8, 2020 12:08 PM

To: Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>

Subject: RE: URGENT: FW: ORD Spreadsheets

1st Spreadsheet gets us where we need to be.. had to change % distributions to factor in Jennifer.. had to nickle and dime %age to get us down.

<image009.png>

2nd spreadsheet leaves the distribution based on our discussion this morning... and adding

Ex. 5 Deliberative Process (DP)

<image010.png>

<image011.jpg>

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From: Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov>

Sent: Tuesday, December 08, 2020 11:41 AM

To: Robbins, Chris <Robbins.Chris@epa.gov>

Cc: Codrington, Tabitha <Codrington.Tabitha@epa.gov>

Subject: Re: URGENT: FW: ORD Spreadsheets

So who covers the extra cost, us?

Jennifer Orme-Zavaleta, PhD

Principal Deputy Assistant Administrator

Office of Research and Development

US EPA

Office 202-564-6620

Cell. 919-699-1564

Sent from my iPhone

On Dec 8, 2020, at 11:40 AM, Robbins, Chris <Robbins.Chris@epa.gov> wrote:

Ok. Thx!

Sent from my iPhone

On Dec 8, 2020, at 11:39 AM, Codrington, Tabitha <Codrington.Tabitha@epa.gov> wrote:

See Lisa's note below. We will need to get something on our spreadsheet.

The minimum Bonus I can give him is [Ex. 5 Deliberative Process (DP)]. [Ex. 5 Deliberative Process (DP)]. [Ex. 5 Deliberative Process (DP)].

[Ex. 5 Deliberative Process (DP)]
<image002.png>

I'm playing around with the spreadsheet now.

-Tabitha

<image003.jpg>

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Feel free to send me a Microsoft Teams or Skype message for faster response.

From: Matluk, Lisa <Matluk.Lisa@epa.gov>

Sent: Tuesday, December 08, 2020 10:56 AM

To: Codrington, Tabitha <Codrington.Tabitha@epa.gov>

Cc: Ramsey, Ashley <Ramsey.Ashley@epa.gov>; Pugh-Feaster, Aurelia <Pugh-Feaster.Aurelia@epa.gov>

Subject: RE: ORD Spreadsheets

Hi Tabitha,

All non-career SES members are to be treated as if they are career SES members on the sheet, including shares, pay, and applicable bonus, as their salary contributed to the bonus pool. OHR Executive Resources will back out their pay increases and bonuses as necessary at the end of the process, according to what comes out in the final Executive Schedule.

Thanks,

Lisa Matluk, OHR

(202) 564-2171; Matluk.Lisa@epa.gov

From: Codrington, Tabitha <Codrington.Tabitha@epa.gov>

Sent: Tuesday, December 8, 2020 10:21 AM

To: Matluk, Lisa <Matluk.Lisa@epa.gov>; Pugh-Feaster, Aurelia <Pugh-Feaster.Aurelia@epa.gov>

Cc: Ramsey, Ashley <Ramsey.Ashley@epa.gov>

Subject: ORD Spreadsheets

Hi, Lisa,

I met with Jennifer Orme-Zavaleta (ORD DAA) this morning to finalize our spreadsheet in order to meet the noon submission deadline. One question that we were unable to answer was how do we factor [Ex. 5 Deliberative Process (DP)]

[Ex. 5 Deliberative Process (DP)] (non career SES). There was some discussion that he would not

be eligible for a bonus bc this is presidential election year. Based on that information, we did not recommend a bonus for him. Is that acceptable at this point?

Thanks,
Tabitha

<image001.jpg>

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